



José M. Torres, Ph.D., Superintendent

**School District U-46**  
Human Resources Offices  
355 E. Chicago Street, Elgin IL 60120-6543  
Tel: 847.888.5000 x5024  
Fax: 847.888.7188

U-46.org

**Procedures for Registering Certificates  
that are not subject to professional development renewal requirements  
and expire in the current year**

(Reregistering Initial, Standard, Master, Administrative, School Service Personnel and Provisional Vocational Certificates that don't renew and Transitional Bilingual Certificates.)

Registration fees are calculated at \$5.00 per year of a certificate's validity. For example, an Initial Certificate is valid for four years and would require a fee of \$20.00 (4 years x \$5.00 per year = \$20.00).

The following options are available to register your certificate(s):

1. Pay online at <https://sec1.isbe.net/ecs/>. See the "ISBE Educator Certification System (ECS) General System Information" manual for details. This manual is available at: <https://sec1.isbe.net/ecs/aspapps/ECSGeneralSystemManual.pdf>.
2. Pay the Kane County Regional Office of Education (ROE) directly by mail or in person. The Kane County ROE is located at 210 S. 6<sup>th</sup> St., Geneva, IL 60134. They can be reached at (630) 232-5955.
  - a) If you choose to pay the ROE for your certificate registration you must complete and sign a registration form and return it to the ROE with your fee (**payable to Kane County ROE**).
  - b) The registration form can be downloaded at [http://www.isbe.net/certification/pdf/73-10\\_registration\\_form.pdf](http://www.isbe.net/certification/pdf/73-10_registration_form.pdf).
  - c) Be sure to answer all of the questions and sign the form in BOTH places.

PLEASE NOTE: The Kane County ROE will no longer stamp the back of your certificate(s).

**Please submit proof that your certificate(s) has/have been registered to Beth Gehringer in Human Resources as soon as you have completed the process.** Acceptable proof includes a copy of the registration form/receipt from the Kane County ROE or the screen from ECS showing the current registration of your certificate.

**Your certificate(s) must be registered before you begin teaching/working this fall.**

Contact Beth Gehringer in Human Resources at (847) 888-5000, ext. 5370 or [certification@u-46.org](mailto:certification@u-46.org) if you have any questions.